



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

The Mississippi State Department of Health is seeking to fill an Administrative Support Assistant II position within the Rankin County Health Department. The Mississippi State Department of Health was established to protect and advance health throughout Mississippi.

Under the supervision of the Office Manager, this position will provide routine clerical duties and support at the county health department, including but not limited to, answering the telephone, directing calls to appropriate staff, greeting clients, registering, and exiting patients, data entry and other assigned duties. Must provide excellent customer service. Daytime travel (reimbursed) to other locations may be required. Employees at this level are required to become familiar with other applicable programs and processes of the health department to perform this work.

**Salary Range:** \$24,023.49 to \$31,530.83

**Location(s):** Clinic with routine County travel.

**Qualifications:**

- High School Diploma or equivalent
- 5-7 years of experience
- OCCU: 9027
- Pay Grade: MS09

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

The Mississippi State Department of Health  
Office of Human Resources  
Attn: Stephanie Kelly  
P.O. Box 1700  
Jackson, MS 39215  
FAX (601) 576-8067

***MSDH is an Equal Opportunity Employer***

Central Public Health Region  
4800 McWillie Circle • Jackson, MS 39206  
(601) 981-2304 • 1-866-HLTHY4U • [www.HealthyMS.com](http://www.HealthyMS.com)

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